

**POLICY**

It is the policy of the Michigan Department of Human Services (DHS) Bureau of Juvenile Justice (BJJ) that purchases made with procurement cards are in accordance with DHS guidelines.

**PURPOSE**

This policy ensures meeting the needs of youths while practicing fiscal responsibility.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) relative to for the use of DHS procurement cards. At a minimum, these SOPs must contain the following requirements:

**Authorized User**

Only the individual whose name appears on the card is authorized to use the card.

**Purchase Limits**

The authorized cardholder adheres to the limits set on the card.

The authorized cardholder never splits purchases to avoid exceeding card transaction limits.

**Documentation**

The cardholder uses the card only for approved purchases.

Each cardholder is responsible for accurately documenting the purchases made with their card with original documentation.

The cardholder records all transactions on the DHS procurement card transaction log (DHS Administrative Handbook Item 421-1, Exhibit 3).

The cardholder forwards receipts and the procurement card transaction log to the cardholder's supervisor.

The cardholder's supervisor verifies the appropriateness of all card purchases monthly.

**Approved  
Purchases**

The card is used for DHS approved purchases. DHS approved purchases include:

- Books and subscriptions.
- Television and video appliances and supplies for DHS worksite purposes.
- Seminar training fees (excluding lodging or meals associated with the seminar).
- Office supplies, excluding supplies available through the just-in-time program for office supply purchases.
- Services that are CS-138 reportable (and the vendor is not 1099 reportable).
- The purchase of these supplies when other authorized methods for purchasing have been exhausted:
  - Maintenance supplies.
  - Hygiene supplies.
  - Medical/dental supplies.
  - Clothing.

The card cannot be used to purchase computer related equipment and/or software without the approval of the Department of Information Technology (DIT).

**Unauthorized  
Procurement  
Card Purchases**

The card may not be used for:

- Cash advances.
- Employee travel expenses.

- Commodities and services that are available on state contract or Michigan State Industries.
- Services from 1099 reportable vendors (See the DHS Administrative Handbook item AHR 421-1 for instructions).
- Health and medical services.
- Standard merchant category exclusions.
- Personal use.
- Items available through the just-in-time program for office supply purchases.
- Gasoline, repairs and supplies for state-owned or personal vehicles used for state business.
- Purchase or rental of graduation attire (prom dresses, tuxedos), class rings or graduation photographs.

**Improper Use of  
the Card**

Improper or fraudulent use of the card can lead to disciplinary action up to and including termination of employment, or criminal prosecution.

Appropriate steps must be taken to secure reimbursement from the cardholder for abuse or misuse of the card.

**Purchases of  
Clothing for  
Youth**

Clothing for youths are obtained from facility stock when available.

When needed, the facility/center director or designee may approve the following purchases from department stores:

Item	Maximum Annual Number
Belt	2
Pants/slacks/jeans	6
Shirt/blouse/sweatshirt	6
Underwear	7 sets
Socks	7 pair
Gym shoes	2 pair
Oxford/dress shoes	1 pair
Pajamas	2 sets
Robe	1

In addition, winter clothing items may be purchased as needed.

Needed items not available at a department store may be purchased with facility/center director or designee approval from a non-discount department store.

Specialty retail stores are only considered when a needed item is not otherwise available within the geographic area.

The facility/center director or designee must pre-approve in writing all purchases from a specialty retail store. This documentation is attached to the procurement card transaction log.

Youths verify receipt of items by signing the DHS procurement card transaction log next to the purchase record.

## AUTHORITY

DHS Administrative Handbook, AHR 421-1  
Department of Management and Budget Rules and Regulations  
Social Welfare Act, MCL 400.1 et seq.